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27 March 1958

MEMORANDUM FOR : Monetary Branch

SUBJECT : Movement of Material Between "I" Building  
and Alcott Hall

CONFIDENTIAL

1. Effective immediately the movement of Monetary Branch material between Room 2210 "I" Building and the 1400 Wing of Alcott Hall will be placed under a system of control. This system provides for all material to be moved in a numbered wrapper, acknowledgement of receipt be furnished the originator, advice be given the destination point the material is en route, and prompt follow up be made for any material not received within a reasonable time. [ ] will be responsible for the control of material originating in "I" Building and [ ] will be responsible for the control of material originating in Alcott Hall. As a security measure relating to the twice-daily movement of cash, a telephone call will be made to either the undersigned or to [ ] in the morning alerting us of the morning movement, and a telephone call will be made to [ ] alerting him of the afternoon movement.

2. The material to be sent to the other building will be placed in a large manila envelope; the envelope may be filled to capacity with unrelated material. Each envelope will be numbered beginning with the Number 1, a register of envelope numbers will be maintained to reflect columns headed "Envelope Numbers, Name of Employee Picking Up Envelope, Time Envelope Picked Up, and Time Received in Alcott, or in Eye Building.

3. A receipt register will be maintained at each of the two points mentioned above to insure the receipt of each envelope of material. It will be necessary as each envelope is picked up for a telephone call to be made immediately to the destination informing [ ] or Miss [ ] that envelope Number [ ] has been picked up by Name of Employee.

4. It is regretted that such a procedure is felt to be necessary; however, since the move of Monetary Branch there have been two instances of misplaced material. Employees of Monetary Branch are instructed to do their utmost in handling each piece of material. If there are any questions concerning this matter, please bring them to my attention immediately.

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